

Fort Carson Chapel Facility Request Form

Reservation Information

Requestor's Name: _____ Unit / Group: _____

Phone: _____ Email: _____

Event: _____

Chapel Facility Requested: _____ Number of Attendees: _____

Room(s) Requested:

☐

Sanctuary

☐

Fellowship Hall

☐

Kitchen

☐

Patio

☐

Classroom(s)

☐

Conference Room

☐

Choir Room

☐

Other _____

** NOTE: Some chapels are larger than others and may not have all the rooms listed, so please check with the chapel staff to ensure the chapel has the ability to accommodate your needs.*

Dates of Event: From: _____ To: _____

Time of Event: From: _____ To: _____

Special Notes: _____

Requestor's Responsibilities:

1. Submit request at least 2 weeks in advance. Any shorter notices will be dealt with on a case-by-case basis.
2. Each group must set up for their own event and restore facility to its previous state after the conclusion of the event.
3. Facility must be cleaned (i.e. trash disposed, swept, mopped or vacuumed), lights turned off, and all entrances, exits, and windows secured. Chapel Staff will perform a walk-thru inspection after the event.
4. Each group must bring their own training aids, devices, and all equipment needed for the event (i.e. notebooks, computers, easel boards, etc).
5. Profanity will not be tolerated. Food, snacks, or drinks are not allowed in the sanctuary.
6. Notify the Chapel Office of any cancellations or changes to the event. Re-scheduled events (with the exception of religious services and memorial ceremonies) lose its priority status.
7. Priority for chapel usage is as follows:
 - * Religious Services
 - * Memorial/Funeral Services
 - * Other Religious Services/Events
 - * Weddings
 - * Unit Specific Activities

Requestor's Signature

Date

Unit Chaplain/Chaplain Assistant's Signature

Date

For Chapel Staff Use Only

☐

Approved

☐

Rejected

Approving Authority's Signature

Date